The following steps will guide you through the process of uploading Private Provider Trade (BTR) Permit Documentation.

1. Visit our website at aca.tampagov.net and log into your account.

2. Find the permit to which you intend to upload the report with one of the following methods (a or b).
   a. Click on *VIEW ALL RECORDS*.

   b. Type in the complete (XXX-00-0000000) or partial record number. You can also search by address.

> **HINT**
> A record number (also referred to as record ID) is the same as the permit number. The terms are used interchangeably.

3. Once you have located the permit, click on the corresponding blue link.

4. Verify that the permit number and address is the one for which you intend to upload the report.

Record BTR-22-0547060:

Residential Mechanical Trade Permit

Record Status: **Issued**
Expiration Date: **08/31/2022**

5. Click on the *RECORD INFO* tab and select the *ATTACHMENTS* option.

Record BTR-22-0547060:

Residential Mechanical

Record Status: **Issued**
Expiration Date: **08/31/20**

| Record Info ▾ | Payments ▾ |

Record Details

Processing Status

Related Records

Attachments

Inspections

Valuation Calculator

ces Division Docu

e allowed is 500 N
are disallowed fil

6. The screen below will populate. Click on *ADD*.

Attachments

Construction Services Division Documents

The maximum file size allowed is **500 MB**.
html;htm;mht;mhtml are disallowed file types to upload.

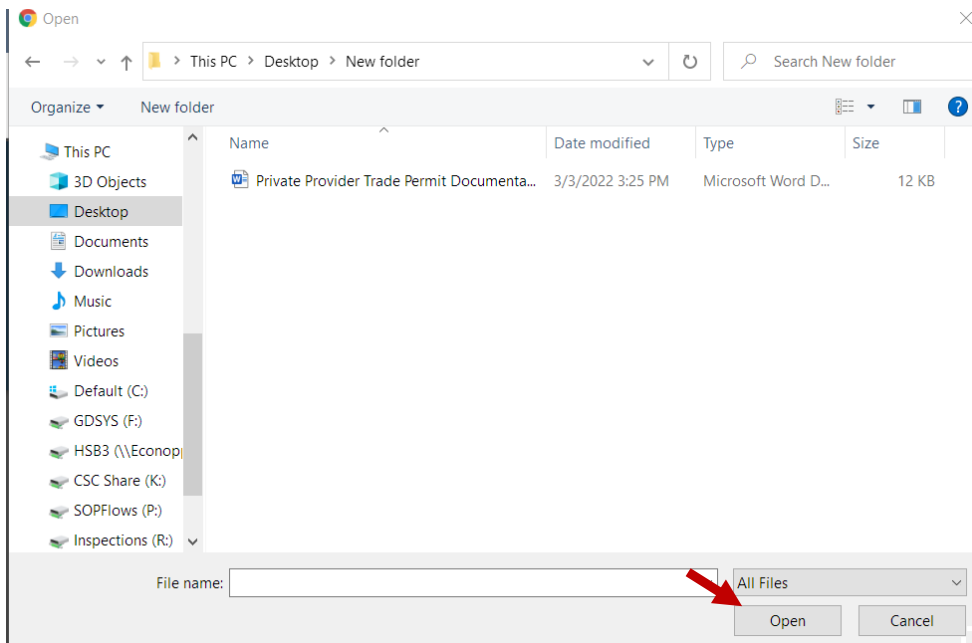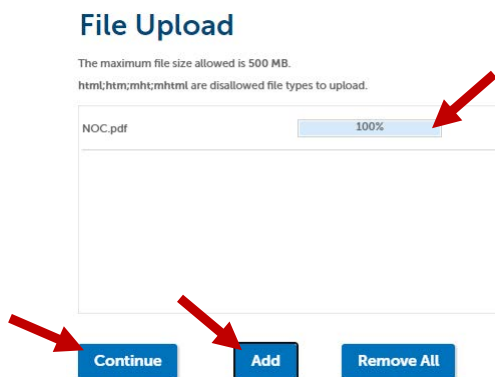| Name	Type	Description	Size	Document Status	Status Date	Action
No records found.						

Add

7. Click *ADD* again.

File Upload

The maximum file size allowed is 500 MB.
html;htm;mht;mhtml are disallowed file types to upload.
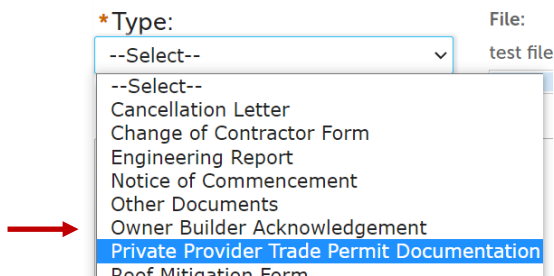
Continue   Add   Remove All

8. Locate the report on your PC and click *OPEN*.

9. Click *ADD*. When upload percentage is at 100%, click *CONTINUE*.

10. Select a document type by clicking on *TYPE* to activate the drop-down menu. Scroll down and click on *PRIVATE PROVIDER TRADE PERMIT DOCUMENTATION*.

11. Add a description (please include relevant inspection dates). Then click *SAVE*.

*Description:
Notice to CBO
Final Inspection Report
Certificate of Compliance

spell check

Save **Add** **Remove All**

12. Upon successful completion of these steps, the document will be available under the *ATTACHMENTS. The system will then auto-generate a task for Inspection Supervisory staff to review the documentation.*

✓ **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Private Provider Trade Permit Documentation.docx	Private Provider Trade Permit Documentation	Notice to CBO Final Inspecti... **read more**	11.50 KB	Uploaded

IMPORTANT NOTE

Be sure to select **PRIVATE PROVIDER TRADE PERMIT DOCUMENTATION** as the document type. This is critical to the automation which notifies Inspection Supervisory staff that the report is ready for review. Other designations disrupt the automation.